

Current Incumbent:		Appointment Type:	Contract
Location:	Kuitpo Head Office	Level:	7
Reporting to:	Manager Commercial Operations		

PURPOSE OF THE POSITION

Primary responsibilities of this position relate to direct responsibility for coordination and supervision of harvesting operations, optimising commercial outcomes, and ensuring legal compliance and conformance to relevant standards, code of practices, ForestrySA policies and procedures, and Responsible Wood sustainable forest management requirements.

KEY RESPONSIBILITIES

Working with limited direction, the duties and responsibilities include, but are not limited to the following:

Planning

- Preparation of the operational monthly harvest schedule and logging plans.
- Coordinate the harvest schedule in line with management targets and service agreement contractual terms.
- Coordinate monthly woodflow scheduling via preparation of a weekly cutting sheets.
- Coordinating, receiving and processing customers' weekly orders.
- Contribute to the setup and maintenance of the Log Sales System and an e-cart note application.

Coordinating harvesting operations

- Supervise WHS, quality, and environmental aspects across harvesting and haulage operations performed by contractor resources.
- Perform routine QA assessments in line with ForestrySA's contractor requirements via the collection and collation of information.
- Monitor quality and productivity of harvesting operations, including the collection of data to undertake formal KPI performance review and process administrative requirements.
- Supervise log grade value recovery aspects of harvest operations.
- Supervise resource management aspects of plantation thinning operations.
- Interact with customers, coordinate weekly deliveries to ensure they are processed in line with the weekly cutting and log delivery schedule, customer orders and Log Sale Agreement terms.
- Oversee transactional records in the Log Sales System and an e-cart note application.
- Provide input into ForestrySA's roading operations.

Resource management and Inventory

- Contribute towards the analysis of inventory data.
- Contribute towards optimal management of the long-term value of the commercial plantation estate.

Fire Management

- Active and regular contributions to ForestrySA's fire management and response structure.
- Perform a Fire Duty Officer role during the fire season

OUTCOMES

- Contribute to making safety a mindset on ForestrySA worksites. Routinely discuss and resolve WHS & IM issues in consultation with other employees and contractors using a risk management approach.
- Through effective work program planning achieve environmental, quality and cost management targets.
- Implement the harvest program well to accommodate seasonal conditions, observe site access constraints, optimise plantation productivity and realise operational efficiencies.
- All plantation operations comply with policy commitments and are conducted in accordance with ForestrySA's Policies and Standards Management System.

Harvesting Coordinator

- Positively contribute to ForestrySA’s contractor management program. Ensure contractors are delivering a high level of service and delivering good value.
- Help drive continuous improvement initiatives that enhance the commercial outcomes of ForestrySA’s business activities.
- Provide accurate and timely reporting of technical data extending from research and inventory projects.
- Provide business continuity support for planning and implementing operational work programs.

POLICIES AND STANDARDS MANAGEMENT SYSTEM ACCOUNTABILITIES

To meet economic, environmental, safety and social responsibilities, employees are to:

- Seek to improve business processes and practices.
- Find efficiencies, limit waste, prevent pollution, eliminate or control hazards, and manage risks.
- Protect the health and welfare of all persons in the workplace.
- Capture and maintain official records.
- Consider neighbours and treat all stakeholders with respect.
- Protect biodiversity, cultural assets, soil and water, and forest health and vitality.

WORKING RELATIONSHIPS

- Direct support provided to Manager Commercial Operations.
- Support and advice provided to all staff in relation to Commercial Operations.
- Required to establish and maintain close relationships with key stakeholders.

SPECIAL CONDITIONS

- Required to participate in fire protection activities, including being rostered for response.
- Must undertake and pass the annual Fire-fighter Health Risk Evaluation, comprising both the Medical Assessment and the relevant Health Evaluation Test.
- Required to participate in the Performance Development process.
- Must comply and adhere to ForestrySA policies and procedures, including the Code of Ethics for the South Australian Public Sector.
- Out of hours work and intrastate and interstate travel may be required.
- A current minimum Class C driver's licence is required.

FORESTRYSA CORE COMPETENCIES

Analysis & Decision Making	Proven ability to think conceptually and creatively, analyse and resolve complex problems and projects.
Communication	Proven consultation, negotiation and influencing skills and the ability to communicate with a broad and diverse range of stakeholders.
Initiative	Proven high levels of motivation, initiative and the ability to work under limited direction to achieve section objectives.
Interpersonal Skills	Proven sound ability to establish and maintain networks, consult, liaise and negotiate with stakeholders and manage conflict with patience and diplomacy.
Leadership	Demonstrated ability to lead and motivate a team, setting realistic work priorities, monitoring standards of work and providing appropriate feedback.
Workplace Safety & IM	Demonstrated experience in the effective management of workplace safety, supporting employees, the principles of injury management & the promotion and implementation of a safety culture.
Organisational Values	Demonstrated commitment to upholding the organisational values of ForestrySA ensuring all outcomes are achieved consistent with these values



QUALIFICATIONS / CERTIFICATES & EXPERIENCE

Essential

- Proven operational contract management experience.
- Proven tactical and problem-solving skills with the ability to identify commercial solutions.
- Ability to develop working relationships with contractors, employees, customers and stakeholders.
- Demonstrated ability to organise workload and meet timeframes.
- Demonstrated ability to support a systematic approach and use computer applications.

Desirable

- Relevant industry qualification and / or demonstrated experience commensurate with education.
- Demonstrated knowledge of harvesting, roading, plantation silvicultural practices, technical and operational aspects of plantation forestry management.
- Proven operational program scheduling experience.
- Proven fire management experience.

EMPLOYEE ACCEPTANCE

I have read and understood this document

Signature

Date

Manager Signature

Date

Chief Executive Signature

Date